



# Emergency Management Plans

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Emergency Management Division  
Washington Military Department

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## **Plan Purpose**

Emergency Management Plans establish a process and describe the activities for the delivery of assistance to address the consequences of disasters and emergencies. Plans describe the array of mitigation, preparedness, response, and recovery activities necessary to save lives and to protect public property, safety, the environment, and the economy.

## **Plan Requirement**

The Washington State Emergency Management Division (EMD) reviews city and county Emergency Management Plans for consistency with the *Washington State Comprehensive Emergency Management Plan* (CEMP) based on Chapter 38.52.070 RCW. Review of Hazardous Material Plans use additional state and federal code requirements.

## **Emergency Management Division Review**

Local jurisdictions have great latitude in plan format, content, and size. Generally, if the plan meets the local jurisdiction's needs it is a good plan. The EMD reviewer looks for:

- Identification of the local ordinance or resolution forming the emergency management organization;
- Identification of the jurisdiction(s) covered by the plan;
- Promulgation by the executive head(s);
- A purpose and mission statement;
- Identification and assessment of hazards;
- Procedures for mitigation, preparation, response, and recovery;
- Use of the incident command system;
- Answers to the who, what, why, when, where, and how the jurisdiction plans to respond to a disaster;

The reviewer may recommend improvements in areas of consistency with federal, state, and adjacent jurisdiction plans.

## **Plan Structure**

When preparing a plan, the *Comprehensive Emergency Management Planning Guide* is a useful tool for its general outline and checklists. Chapter 118-30-060 WAC, the state CEMP, and the *Federal Response Plan* (FRP) set the standard for local plans. Plans should include a Basic Plan, Functional Annexes, and Emergency Support Functions (ESFs) that correspond to the state and federal numbering system. Federal programs sometimes require specific planning that can be written as separate plans or included as annexes or ESFs to a jurisdiction's plan. All plans should be consistent with and incorporated under the umbrella of the CEMP.

**Planning  
Assistance**

Assistance is available to aid in the development of a good plan:

- Obtain guidance from the jurisdiction executive(s);
- Attend the EMD Emergency Management Planning Course;
- Request a planning workshop from state planners;
- Follow the state Planning Guide and use the CEMP as an example;
- State and federal grants are available for the planning effort;
- Submit draft plans for state review prior to seeking final executive approval and promulgation.

**Plan  
Maintenance**

To insure plans meet jurisdictions' needs they should be exercised and reviewed annually and updated every four-years.

**Contact**

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